

Procedures for Information Requests

So as to protect the document availability for all Vendors requesting information:

1. The complete procurement file, all Offers submitted, and all contracts awarded will be available for review by all Offerors beginning Monday, May 13, 2002, at 4:45 p.m. and ending Wednesday, May 23, 2002, at 4:45 pm. DIT has reserved Room 406 on the 7th Street (east) side of Richmond Plaza Building. Appointments are available between the regular business hours of 9:00 AM to 5:00 PM. The room will be closed daily for lunch from 12:00 PM until 1:00 PM.
2. Please call (804) 371-5975 to make an appointment to review documents. If no answer, please leave your name, telephone number, and email address so that we may return your call.
3. All vendors coming to DIT for information review are only allowed to bring paper and pen/pencil, laptop or other computer (PDA, etc.) into Room 406. No one will be allowed to bring pocketbooks, purses, or briefcases into Room 406.
4. Vendors *are* permitted to bring cell phones into the room, but may not use state facilities or im printers to make copies of the available materials.
5. If you have questions, they must be in writing, and you may use the Question Form provided (below). You may present your question in person to the DIT staff in Room 406, or fax your question to (804) 371-5969. There will be additional copies of this form in Room 406.

Form to Submit Questions – RFP-2001-012 (Body Shop)

Received by: _____ Time/Date: _____

Name: _____

Printed name: _____

Company Name: _____

Phone No.: _____

Email Address: _____

Question: _____
